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7 APR 1964

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT: Deputy Director for Support

REMARKS: Estimate of Clerical Needs

1. This memorandum contains a recommendation for your approval. The recommendation is made in paragraph 5.

2. Action Item A-334, dated 17 January 1964, authorized the entrance on duty of 50 clerical employees for the months January to June 1964 and accepted our estimate of [redacted] new clerical employees for FY 65 and provided for authorization of such EOP's on a quarterly basis.

On 24 January a memorandum from the Chief, Personnel Operations Division for the Manpower Control Officer provided the quarterly estimates required by A-334. That January 24 memo

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At the end of February, clerical strength in the Agency was [redacted] 46 less than it was a year earlier, although the total strength of the Agency had increased [redacted]

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Clerical separations: November through February have averaged 76 per month during this fiscal year while the same months last year averaged 55. This is contrary to our expectation that the government economy program might result in a reduction in the attrition.

The average monthly clerical loss for '63 (July through June) was 62. The July through February average so far in 1964 is 63. If the comparative rate for the last four months holds as it did last year, we can expect about the same number to be lost each month from now until June.

An analysis, therefore, of the '63 and '64 experience establishes a need for about [redacted] new clericals for '65, plus such further deficit as may be suffered between now and June, if we are to maintain the proportion of clericals at a level at least equal to what it is now. A year ago, clericals represented [redacted] percent of the work force in CIA; today it is [redacted] percent.

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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Since December we have run a monthly average deficit (attrition over accessions) of 47. We are now reopening the cases we suspended at the time ceiling controls were imposed but can expect to cut the deficit by no more than half, or, for the balance of this fiscal year, generate a need for about 90 more.

The net of these recalculations is a forecast of a need to enter on duty about [redacted] clericals in FY 65.

To accomplish this EOD the monthly figures by quarter reported above from the 24 January memorandum must be raised to [redacted] and 75, respectively.

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3. The unexpected loss of the help provided through the summer-only program has been a severe blow to two components in particular, KID/BBP and OCH/BBP. We have considered, and propose, exceeding the monthly figures for the first quarter of '65 by a sufficient number to permit some temporary relief to KID and OCH by interim assignment of regular clericals for 90 to 120 days. (BBP and BBP have asked for 36 each.) This additional help probably would be in excess of ceiling--as would have been the summer-only's. It would be understood, of course, that the respective components would bear the salary costs but that this temporary help would not be permanently slotted and that at the end of the 90 to 120 days, regular assignments would be made for these extra hands.

4. We propose, therefore, to attempt to enter on duty not to exceed 400 in the first quarter of Fiscal Year 65--in fact, in July if possible--with an offsetting reduction in the subsequent second and third quarter EOD's. The totals of course would have to be held to the actual needs as determined by subsequent quarterly analyses. In other words, we would be borrowing from second and third quarter EOD's in order to help offset the program disruptions caused by the loss of summer-only help.

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5. It is recommended that the Office of Personnel be authorized to enter on duty, without regard to then current ceiling considerations, up to [redacted] clericals in the first quarter of FY 65.

/s/ Emmett D. Echols

Emmett D. Echols  
Director of Personnel~~CONFIDENTIAL~~~~SECRET~~

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**SUBJECT: Estimate of Clerical Needs**

**CONCURRENCE:**

\_\_\_\_\_  
**L. K. White**  
Deputy Director  
for Support

\_\_\_\_\_  
Date

The recommendation in paragraph 5 is approved.

\_\_\_\_\_  
**Ignace B. Kirkpatrick**  
Executive Director-Comptroller

\_\_\_\_\_  
Date

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OP/POB [REDACTED] (6 April 1964)

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